



A Catholic, Independent learning community committed to "One School - 2016"

*"Where there is Love and Wisdom there is neither Fear nor Ignorance"
from the Admonitions of St Francis.*

Procedure and Considerations when Requesting Permission for Planned Student Absence During Term Time

The Queensland Government's education policy states that *"parents of children of compulsory school age have a legal obligation to ensure that their children are enrolled in school and attend every day of the educational program in which they are enrolled. Parents of students in the post-compulsory phase have a legal obligation to ensure that these students participate full-time in an eligible option,"* (<http://education.qld.gov.au>).

Extended absence is considered detrimental to a student's academic progress because students miss valuable learning experiences including preparation for assessment and examinations. Accordingly, it is the expectation of the College that students are in attendance during the term as specified in the calendar and that parents make vacation arrangements during the sixteen weeks scheduled for school holidays. As such, teaching and learning programs and assessment schedules are developed on this premise. However, should there be a need to remove a student from the College for a planned reason, the following procedure and considerations apply:

- The College Calendar listing term dates is available on the College Website.
- Prior notice of examination dates and times are provided in the Assessment Calendar and Examination Timetable.
- A written communication to the Rector should be sent with at least four weeks' notice of the planned absence.
- The notification form will be emailed to you upon receipt of your email to the Rector and must be completed and returned to the College at least two weeks' prior to the planned absence.
- Teachers will be informed following the return of the notification form.
- The College is not under any obligation to provide any additional work for the student.
- Students in Year 11 and 12 must adhere to QSA policies and planned absence resulting in missed assessment will impact on the student's ability to fulfil the requirements of the course.
- Should a student miss a scheduled assessment item, parents need to be aware that the College will not reschedule the assessment at an earlier time as this invalidates the integrity of the assessment. The possibility of rescheduling after the set date will be considered on a case by case basis in consultation with the Heads of Curriculum and the Head of Curriculum 5-9 or Head of Curriculum 10-12.
- Should an assessment item be missed completely due to term time absence, the teacher will negotiate with the Heads of Curriculum to determine what action will be taken. QSA policies apply for students in Years 11 and 12.
- It is expected that all work missed by the student will be followed up by them on their return and it is the responsibility of the student and their families to monitor their progress.
- Online course materials via Blackboard may be available to support this process.



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PLANNED STUDENT ABSENCE DURING TERM TIME
Notification Form *(Please Print Clearly)*

Full Name of Student:

Year Level: Class/PC Teacher:

Parent Name: Parent Email:

Reason for Absence:

Dates student(s) will not be attending school:

Assessment Missed:

Assessment Item	Due Date	Subject	HOC Informed
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No

I have read and I am aware of the content outlined in the "Procedure and Consideration when Requesting Permission for Planned Student Absence During Term Time" document above.

I am aware teachers will not be required to provide work for students who are absent for family holidays.

Signed: (Parent/Guardian) Date:

Please email this completed form to the Vice Rector of Teaching and Learning teachingandlearning@padua.qld.edu.au or return the completed form to the Teaching and Learning Centre **at least two weeks prior to the planned absence.**